

Minutes of the virtual meeting of WATTON TOWN COUNCIL held on

Tuesday January 12th 2021 at 7.00pm

Councillors Present: Pat Warwick - Chairman, Peter Bishop, Beryl Bunning, Tina Cruz, Jane Fountain, Keith Gilbert, Stan Hebborn, Stan Hebborn, Tina Kiddell, Don Saunders, Kathryn Stallard, Les Waller.

Officers present: Jane Scarrott Town Clerk and Michelle Thompson Deputy Clerk.

Also present County/District Councillor Claire Bowes and 1 member of the public

Prior to the start of the meeting Tim O'Rhiodan, President of Norfolk Association of Local Councils, gave a presentation to members about the need to reduce carbon emissions and how parishes can get involved in the Norfolk ALC Climate Action Cut a Tonne in 21 Campaign.

1. **APOLOGIES FOR ABSENCE RECEIVED FROM**

Richard Hindley

2. **NO DECLARATIONS OF INTEREST MADE**

3. **PRESENTATION GIVEN RE: WAYLAND HOUSE DIGITAL AND CREATIVE MEDIA CENTRE**

David Dent and Bronwen Tyler were at the meeting to give a presentation outlining the proposals for Wayland House and to request endorsement for the project from Watton Town Council. The slides from the presentation will be shared with Councillors and this matter will be an agenda item for the Town Council meeting on January 26<sup>th</sup>.

4. **MINUTES**

Minutes of the meeting held on 8th December 2020 were accepted as a true record. The minutes will be physically signed by the Chairman as soon as possible.

5. **REPORTS**

5.1 Chairman's Report

The Chairman has attended virtual PPG meetings on 14<sup>th</sup> and 21<sup>st</sup> December 2020 and has also recorded and submitted a video to support RAF Lakenheath which has reached the final of the Commander in Chief Installation Excellence Award.

5.2 Vice-Chairman's Report

The Vice-Chairman attended Breckland Council Market Towns virtual meeting on December 16<sup>th</sup> 2020. Car parking times in the town centre car parks are being considered by Breckland District Council (BDC) and it was suggested this matter should be an agenda for a future Town Council meeting with a view to reporting back to BDC. There is concern that vehicles are being left in the central town car parks by those who either work all day or park and travel elsewhere and are thus taking spaces of casual visitors.

5.3 Clerk's Report

A copy of the Clerk's Report was included in the agenda pack for the meeting with a verbal update also given:

Verbal update given:

- Cllr Fountain is booked to undertake Chairmanship training at a cost of £60. Details of training will be circulated.
- The Council Interim Internal Audit is currently being undertaken by Auditing Solutions.
- One casual vacancy remains available on the Town Council.

The Clerk was asked to chase an awaited response from Simon Wood, Director of Planning and Building Control at Breckland District Council, regarding the awaited transfer of the s106 community land at the Officer's Mess Site, Norwich Road and to obtain a timeline from Places4People as to when the Watton Neighbourhood Plan will be delivered. A meeting date is still to be set with solicitor Phillip Norton to speak to the Council about the responsibilities of charity trustees.

## 6. **PUBLIC PARTICIPATION**

No matters raised.

## 7. **FINANCE COMMITTEE MINUTES**

The minutes of the Finance Committee meeting held on 11.12 20 were received.

## 8. **REVISED MODEL STANDING ORDERS WERE ACCEPTED AS PRESENTED.**

Revised and personalised Standing Orders will be published on the Town Council website.

## 9. **CHRISTMAS LIGHTS**

Discussion took place regarding the dismantling of the Christmas lights in the High Street as the contractor is unlikely to be personally able to undertake this task this month. Some consideration will need to be given to reviewing the condition of fittings for the lights ready for use in 2021 and it is likely the contract for erecting the lights will need to be reviewed. It was felt the current contract may not be tenable and it was agreed that the Christmas tree should be taken down and that the Town Council should look to break the current contract and find another contractor.

## 10. **KICKSTART SCHEME**

The government has introduced the Kickstart scheme which aims to support businesses and young people at risk of long-term unemployment. The employer would offer a 6 month work placement for a young person claiming Universal Credit and the government will cover the costs of the placement, up to a maximum of 25 hours per week. The government funding would cover the placements wages (25 hours p/w paid at National Minimum Wage) plus the associated employer National Insurance contributions and employer minimum automatic enrolment contributions. There is also additional funding available to cover the costs of setting up the placement which could include equipment, training or uniform. It was agreed that the Town Council will register an interest in taking part in the scheme.

## 11. **BRIDLE ROAD**

Copies of the five quotes for additional play equipment/pump track at Bridle Road play area for use by older children had previously been passed to Councillors. It was agreed to consider two of the quotes (those which proposed a bike track) in more detail at the Town Council meeting on January 26<sup>th</sup>.

## 12. **PLANNING**

As a member of Breckland District Planning Committee Keith Gilbert made no comment on the application consultation at the Town Council meeting.

Noted and ratified that the Council has re-iterated its initial response to amendment to planning application 3PL/2020/1236/O Outline application for 8 dwellings 123 Brandon Road Watton

12.1 3PL/2020/1367/HOU - Proposed single storey extensions - 55 Thetford Road IP25 6PN  
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2020/1367/HOU>

No comments

12.2 3PL/2020/1412/HOU - Single storey side extension - WATTON: 1 The Stables  
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2020/1412/HOU>

No comments

12.3 3OB/2020/0041/OB - APPLICATION TO MODIFY OR DISCHARGE A PLANNING OBLIGATION - To discharge a section of the S106 agreement. This refers to the 2nd schedule points 1.2.1 and 1.2.2 - compliance to the section 106 agreement on 3PL/2014/1314/O - WATTON: The Finches Griston Road Watton  
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3OB/2020/0041/OB>

Council made no comment as s106 agreement has not been seen! BDC will be approached for clarification.

BDC will also be asked where s106 agreements can be viewed.

13. **Resolution passed to exclude the public and press to consider staffing matters.**

13.1 Draft minutes of the HR Committee meeting held on 10.12.20 were received.

13.2 The recommendation from the HR Committee, as in the draft minutes, relating to 1 pay rise increment for the Clerk and Deputy Clerk from April 1<sup>st</sup> 2021 was agreed. It was noted that other employees are already at the top of their relevant pay scale.